

44-260.B. Annual Redetermination for AR/CO Cases

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CPG Letters 284 (3/13); 309 (1/14)

44-260 B.1 Annual Reporting Requirement

AR/CO Assistance Units (AUs) are required to report **once a year** on the **Application for CalFresh, Cash Aid, and/or Medi-Cal/Health Care Programs (SAWS 2 PLUS)** during the annual redetermination. There is **no** SAR 7 or other periodic reporting requirement for these CalWORKs AUs.

AR/CO recipients are required to report certain mandatory changes within 10 days. See [CPG 44-260.D](#) for additional information.

NOTE: Any mandatory change that is reported in Month 12 will be verified and evaluated as part of the annual redetermination.

ACL 12-49; 13-96

44-260 B.2 Scheduling the Interview

The annual redetermination will occur in the last month of the AR/CO benefit period (Month 12). Current CalWORKs redetermination processing timeframes and timely notice requirements apply, per [CPG 40-100.M](#).

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For CalFresh recertification information see [CFPG 63-304](#).

ACL 12-49

44-260 B.3 Determining Continuing Eligibility

The information reported on the SAWS 2 PLUS and any additional information provided by the AU will be used to determine continuing eligibility based on all conditions of eligibility.

During the redetermination interview, Human Services Specialists (HSSs) are required to:

- Ask if there are any known changes to the information reported on the SAWS 2 PLUS;

- Ask the recipient about any reasonably anticipated changes;
and
- Enter case comments that clearly explain what information was used or not used to determine the monthly income amount.

ACL 12-49; 13-96

44-260 B.4 Required Informing Notices

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At the annual redetermination, each AR/CO AU will be given the following information:

1. AR/CO reporting requirements per [CPG 44-260.D](#).
2. Notification and explanation of their new AR/CO Income Reporting Threshold (IRT) per [CPG 44-260.E](#).

ACL 12-49; ACL 12-49 Errata

44-260 B.5 Failure to Complete

If an AU does not complete the annual redetermination, CalWORKs will be discontinued with timely and adequate notice. See [CPG 45-000.B.3](#) for guidance when the redetermination cannot be completed during the redetermination month due to appointment scheduling.

Any associated Public Assistance CalFresh (PACF) case will also be discontinued. See [CFPG 63-321](#) for eligibility to Transitional CalFresh (TCF) benefits.

ACL 12-49

44-260 B.6 Examples

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Example 1: CalWORKs Redetermination with No Changes	
Scenario	CalWORKs Redetermination Month: January. Appointment is scheduled for January 7 th . Recipient reports current earned income on the SAWS 2 PLUS, which is expected to continue without changes. Adequate verification is provided and there is no conflicting information.
Outcome	The current income will be used to determine benefits for the upcoming 12-month AR/CO period (February – January).

Example 2: CalWORKs Redetermination with Earned Income	
Scenario	CalWORKs Redetermination Month: March. Appointment is scheduled for March 13 th . HH comp: Non-needy caretaker relative and her minor nephew.

	<p>AU = 1. Only the child is receiving CalWORKs.</p> <p>The recipient reports new earnings from a part-time job on the SAWS 2 PLUS and provides all required verification.</p> <p>During the interview the recipient confirms that CalWORKs is still only requested for her nephew.</p>
Outcome	<p>The new earnings will not be used in the CalWORKs budget and the AU will receive the full grant for the child only.</p> <p>The CalWORKs case will have a new 12-month AR/CO period: April – March.</p> <p>See CFPG 63-304 for CalFresh recertifications.</p>